

Dear Prospective Bidder:

Kinexus is committed to inspiring positive economic change one person, one business, one community at a time.

As a subsidiary of Kinexus Group, Berrien Cass Van Buren Michigan Works! is seeking proposals for its Second Chance Program funded by the U.S. Department of Justice to provide select program participants with the following services.

- Anger Management
- Moral Reconciliation Therapy (MRT)

This is an OPEN call to submit a bid at any time. Your bid will be evaluated as it arrives and the bidder contacted if eligible to provide services. Services are projected to commence as needed with the potential for renewal on an annual basis as long as the bid allows. When that time comes for a rebid, you will be notified that a bid response is needed from you.

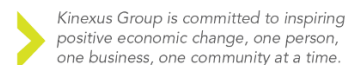
Request for Proposal (RFP) applications are also on our website at <http://www.miworks.org/Pages/publicinfo.aspx>

If you have questions regarding the product specifications in the RFP, please e-mail stacy@kinexus.org.

It is your responsibility to assure that your questions and or bid has arrived. You may contact Stacy Neidlinger using the contact information below for that assurance.

Proposals must be submitted electronically or hard copy to:

Kinexus
Attn: Stacy Neidlinger
330 West Main Street
Benton Harbor, MI 49022
stacy@kinexus.org
269-927-1064 extention 1113



REQUEST FOR PROPOSAL
Second Chance Act Comprehensive Community-based Adult Reentry Program
Funded by the U.S. Department of Justice

The Second Chance Act of 2007 (Pub. L. 110-199), reauthorized by the First Step Act of 2018, provides a comprehensive response to assist in the transition individuals make from prison, jail, or juvenile residential facilities to the community so that the transition is more successful and promotes public safety.

Michigan Works! Second Chance Program provides comprehensive reentry services to program participants throughout their transition from Berrien County Jail to their community with the goal of reducing recidivism and enhancing public safety. Overall, the program will provide 170 participants with varying services based on needs from October 1, 2020 through September 30, 2023. As part of program services, Michigan Works! is seeking contractor(s) to directly address criminogenic risk and needs, as determined by validated criminogenic risk assessments, and facilitate anger management and MRT services in a manner consistent with the learning styles and abilities of program participants.

Service Delivery Area

Service Delivery Area: Berrien County Jail releases to Berrien, Cass and Van Buren counties. Ex-offenders will be referred to classes by Second Chance Program staff after reviewing assessments conducted by the Michigan Department of Corrections Probation Agents. Referrals will be made to the service provider periodically throughout the year.

I. Purpose/Goals

The goal of anger management and MRT classes is to equip moderate-high or high-risk ex-offenders with the skills to help them successfully reintegrate into the community and lessen the likelihood of recidivism.

II. Parameters

Bidders can bid on providing services for anger management and/or MRT.

A. Anger Management

Anger Management is the process of learning to recognize signs of anger and taking actions to calm down and deal with the situation in a positive way. The proposer will provide anger management sessions for Second Chance participants within Berrien, Cass, and Van Buren counties. The number of anger management services for individuals will vary based on needs. Responsibilities of the proposer include:

- To have on file and accessible for monitoring all current and relevant professional licensures, certifications, and degreed credentials for all staff administering services under this agreement.
- Screen any potential employees that may be an ex-offender to ensure that the new employee is appropriate considering the safety of all individuals that the ex-offender may come into contact with and access to other offenders' records served by the proposer.
- Upon referral, deliver anger management services that includes conflict resolution skills. Contact with participant within 48 hours of referral.
- Collaborate with the Second Chance Project Manager on location of services which may

include one of the Michigan Works! Service Centers in Berrien, Cass and/or Van Buren counties or virtually.

- Hold group and/or one-on-one sessions based on needs and schedules (e.g., day, evening).
- Meet weekly with Second Chance staff to review individual participant progress to assist in determining employment readiness.
- Notify the Second Chance Project Manager of a participant not attending class within 24 hours of the scheduled session.
- Document all anger management services in case files. Case files must contain the referral form, participation dates, case notes, progress reports, and certificate of completion.
- Award certificates of completion to participants successfully completing anger management sessions and provide copies to the Second Chance Project Manager.
- Track and report the following outcomes weekly for each participant:
 - Start dates
 - End dates
 - Number of sessions completed
 - Estimated number of sessions remaining
 - Attendance
 - Special notations
- Provide a monthly outcome report that includes but is not limited to:
 - Total number of participants referred
 - Number of participants earning certificates of completion
 - Number of participants not completing
 - Reasons for participants not engaged in services
- Collaborate with the Second Chance Project Manager on any challenges that may arise.
- Submit monthly invoices to the Second Chance Project Manager that includes participant names, service dates, cost per person, and total cost.

B. Moral Reconciliation Therapy (MRT)

Moral Reconciliation Therapy is a systematic, cognitive-behavioral 16-step treatment strategy designed to enhance self-image, promote growth of a positive, productive identity, and facilitates the development of higher stages of moral reasoning. The proposer will provide MRT for Second Chance participants within Berrien, Cass, and Van Buren counties.

Responsibilities of the proposer include:

- To have on file and accessible for monitoring all current and relevant professional licensures, certifications, and degreed credentials for all staff administering services under this agreement.
- Screen any potential employees that may be an ex-offender to ensure that the new employee is appropriate considering the safety of all individuals that the ex-offender may come into contact with and access to other offenders' records served by the proposer.
- Upon referral, deliver MRT services to participants. Contact with participant within 48 hours of referral.
- Collaborate with the Second Chance Project Manager on location of services which may include one of the Michigan Works! Service Centers in Berrien, Cass and/or Van Buren

counties or virtually.

- Hold group and/or one-on-one sessions based on needs and schedules (e.g., day, evening).
- Meet weekly with Second Chance staff to review individual participant progress to assist in determining employment readiness.
- Notify the Second Chance Project Manager of a participant not attending class within 24 hours of the scheduled session.
- Document all MRT services in case files. Case files must contain the referral form, participation dates, case notes, progress reports, and certificate of completion.
- Award certificates of completion to participants successfully completing MRT sessions and provide copies to the Second Chance Project Manager.
- Track and report the following outcomes weekly for each participant:
 - Start dates
 - End dates
 - Number of sessions completed
 - Estimated number of sessions remaining
 - Attendance
 - Special notations
- Provide a monthly outcome report that includes but is not limited to:
 - Total number of participants referred
 - Number of participants earning certificates of completion
 - Number of participants not completing
 - Reasons for participants not engaged in services
- Collaborate with the Second Chance Project Manager on any challenges that may arise.
- Submit monthly invoices to the Second Chance Project Manager that includes participant names, service dates, cost per person, and total cost.

III. Evaluation

This competitive request will be open to all bidders and all complete proposals will be evaluated on their respective merit. The scoring for all proposals will be judged against a weighted matrix of the following three factors:

Factors		Points
1	Program	45
2	Cost	35
3	Completion of Submission	20
Total		100

Information provided by a bidder that is willingly, knowingly, and purposely false, inaccurate, or misleading will be grounds for not considering a proposal for funding, for not awarding a contract, or for canceling a contract if awarded. Michigan Works! Code of Conduct and Conflict of Interest policies will be in effect throughout all phases of this procurement process.

PROPOSAL RESPONSE: COVER PAGE
PLEASE INCLUDE ATTACHMENTS RELEVANT TO BID

- Attachment A: Anger Management Attachment B: Moral Reconation Therapy

Name

Federal ID Number / SSN

Street Address

City

State

Zip

Telephone

Email Address

Printed Name of Authorized Representative

Signature of Authorized Representative

Certification

I certify that I have been authorized to submit and sign this proposal on behalf of the submitting organization(s). In addition, I certify that the entire proposal is true and accurate and to the best of my knowledge the projected costs are reasonable and necessary for the proposed Service and do not duplicate other funds already available, or which will be available, to pay the projected costs. I also certify that my organization will implement this project in compliance with the stipulations and guidelines set forth by Michigan Works.

Signature of Authorized Representative (email accepted)

Date

Attachment A: ANGER MANAGEMENT

PROVIDER	Provider Name	
	Licensed/Certified? <i>If no, please explain.</i>	<input type="checkbox"/> Yes (please attach) <input type="checkbox"/> No
	Insured? <i>If no, please explain.</i>	<input type="checkbox"/> Yes (please attach) <input type="checkbox"/> No

PROGRAM	Description of Curriculum	
	Deliverables	
	Definition of Completion	
	How Success is Measured	

PRICING	Cost Per Individual to Complete Anger Management	\$
	Materials Per Individual <i>(if applicable)</i>	\$
	Total Cost Per Individual to Complete Anger Management	\$
	Additional Narrative <i>(if necessary)</i>	

Attachment B: MORAL RECONATION THERAPY (MRT)

PROVIDER	Provider Name	
	Licensed/Certified? <i>If no, please explain.</i>	<input type="checkbox"/> Yes <i>(please attach)</i> <input type="checkbox"/> No
	Insured? <i>If no, please explain.</i>	<input type="checkbox"/> Yes <i>(please attach)</i> <input type="checkbox"/> No

PROGRAM	Description of Curriculum	
	Deliverables	
	Definition of Completion	
	How Success is Measured	

PRICING	Cost Per Individual to Complete MRT	\$
	Materials Per Individual <i>(if applicable)</i>	\$
	Total Cost Per Individual to Complete MRT	\$
	Additional Narrative <i>(if necessary)</i>	

CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS THAT ARE AN INTEGRAL PART OF THE CERTIFICATION.

(1) The prospective recipient of federal assistance funds certified, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Date: _____

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "proposal" and "voluntarily excluded", as used in this clause have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any low tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting his proposal that it will include clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitation for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it know that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishing a system of records on order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.